



STATE OF ALABAMA

DEPARTMENT OF FINANCE
DIVISION OF PURCHASING

INVITATION TO BID

INVITATION TO BID NO: 14-X-2254992

REQ. AGENCY : 016000
HUMAN RESOURCES
AGENCY REQ. NO. :
T-NUMBER : TA265
DATE ISSUED : 10/04/13
VENDOR NO. :
VENDOR PHONE NO. :
SNAP REQ. NO. : 1519105
BUYER NAME : BRYAN MATTHEWS

FOR: GUARD SERVICE/ ETOWAH COUNTY

BUYER PHONE NO. : (334) 353-5433-
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:
DATE: 10/23/13 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 10/24/13 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE
MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: _____(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN _____ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: _____
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: _____
INTERNET WEBSITE: _____
6. GENERAL CONTRACTOR'S LICENSE NO: _____
TYPE OF G.C. LICENSE: _____

***** IMPORTANT NOTE: *****

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE
ITEM 6 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING
P O BOX 302620
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA
DIVISION OF PURCHASING
RSA UNION BUILDING
100 N. UNION ST., SUITE 192
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED.
I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN
RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO
REFRAIN FROM BIDDING.

SWORN TO AND

VENDOR NUMBER
(MUST MATCH REGISTRATION)

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

_____ DAY OF _____

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: _____

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

BID (ITB) RESPONSE INSTRUCTIONS

REV: 03/31/11

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
6. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE EXACT COPY OF THE SIGNED, NOTARIZED INVITATION-TO-BID TO INCLUDE ANY REQUIRED ADDENDUM(S) AND DOCUMENTATION. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
7. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
BID RECEIVED LATE
BID NOT SIGNED/NOT ORIGINAL SIGNATURE
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
NOTARIZED OWN SIGNATURE
REQUIRED INFORMATION NOT SUBMITTED WITH BID
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY
BID RECEIVED FROM NON-REGISTERED/EXPIRED VENDOR

BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 AND AS AMENDED BY ACT 2012-491)

AS A CONDITION FOR AWARD OF THIS ITB, THE VENDOR ACKNOWLEDGES THE FOLLOWING:

"BY SIGNING THIS CONTRACT, THE CONTRACTING PARTIES AFFIRM, FOR THE DURATION OF ANY AGREEMENT THAT THEY WILL NOT VIOLATE FEDERAL IMMIGRATION LAW OR KNOWINGLY EMPLOY, HIRE FOR EMPLOYMENT, OR CONTINUE TO EMPLOY AN UNAUTHORIZED ALIEN WITHIN THE STATE OF ALABAMA. FURTHERMORE, A CONTRACTING PARTY FOUND TO BE IN VIOLATION OF THIS PROVISION SHALL BE DEEMED IN BREACH OF THE AGREEMENT AND SHALL BE RESPONSIBLE FOR ALL DAMAGES RESULTING THEREFROM."

STANDARD TERMS & CONDITIONS

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VERIFICATION OF ENROLLMENT IN THE E-VERIFY PROGRAM WILL BE REQUIRED PRIOR TO ANY AWARD TO A VENDOR WHO EMPLOYS ONE OR MORE EMPLOYEES WITHIN THE STATE OF ALABAMA. E-VERIFY DOCUMENTATION SHOULD BE IDENTIFIED WITH THE BID NUMBER AND THE BUYER NAME. FAILURE TO PROVIDE DOCUMENTATION WITHIN 5 CALENDAR DAYS OF NOTIFICATION WILL RESULT IN THE REJECTION OF YOUR BID. TO ENROLL IN THE E-VERIFY PROGRAM VISIT WWW.DHS.GOV/E-VERIFY.

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

VENDOR REGISTRATION AND FEE PAYMENT ONLINE

EFFECTIVE SEPTEMBER 1, 2010, VENDORS MUST REGISTER ONLINE TO RECEIVE NOTIFICATION OF BIDS. GO TO WWW.PURCHASING.ALABAMA.GOV TO REGISTER. BIDS WILL NOT BE ACCEPTED FROM NON-REGISTERED VENDORS FOR BIDS ISSUED AFTER SEPTEMBER 1, 2010. A VENDOR'S REGISTRATION MUST BE MAINTAINED THROUGHOUT THE LIFE CYCLE OF AN AWARDED CONTRACT, TO INCLUDE RENEWAL PERIODS. AT THE TIME OF REGISTRATION, VENDOR MUST PAY A BIENNIAL REGISTRATION FEE. PAYMENT MUST BE MADE BY CREDIT CARD, DEBIT CARD, OR BY ELECTRONIC CHECK. VENDOR NUMBER SUBMITTED ON BID RESPONSE MUST MATCH VENDOR REGISTRATION OR THE BID WILL BE REJECTED.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

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ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA)

COMPLIANCE WITH THE REPORTING REQUIREMENTS OF THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA): WHEN THE SELECTED VENDOR IS NOTIFIED BY THE PROCURING AGENCY THAT SPECIFIC PURCHASES ARE BEING PAID WITH ARRA OR STIMULUS FUNDS, THE VENDOR SHALL COMPLY WITH THE ARRA REPORTING REQUIREMENTS DEFINED BY THE FEDERAL OMB. THE PROCURING AGENCY IS RESPONSIBLE FOR INFORMING THE AWARDED VENDOR AS SOON AS THE AGENCY IS AWARE THAT ARRA OR STIMULUS FUNDS ARE BEING USED TO PURCHASE ITEMS OR SERVICES AWARDED BY THE ITB AND WHETHER TO REPORT THE INFORMATION TO THE PROCURING AGENCY OR DIRECTLY TO THE FEDERAL GOVERNMENT. THE PROCURING AGENCY MAY NOTIFY THE VENDOR AT THE TIME THE PURCHASE ORDER IS PROCESSED, BY CHANGE ORDER, E-MAIL OR LETTER. THE VENDOR SHALL PROVIDE THE REQUESTED REPORT INFORMATION AS REQUIRED BY LAW.

AWARD:

THE AWARD SHALL BE MADE TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

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INVITATION TO BID

***** SPECIFICATIONS 990D90 *****

*** WHAT IS THIS BID FOR?

THIS BID AND SUBSEQUENT CONTRACT AWARD IS FOR THE DEPARTMENT OF HUMAN RESOURCES SECURITY BY FURNISHING UNIFORMED GUARDS TO PROTECT THE SPECIFIED FACILITY(S), FROM FIRES, THEFTS, PERSONAL INJURY, AND DAMAGE OR DESTRUCTION BY ANY INTENTIONAL OR INADVERTENT ACT OF VIOLENCE.

*** HOW IS THE CONTRACT AWARDED?

THE AWARD SHALL BE MADE TO THE LOWEST RESPONSIBLE BIDDER PER LINE/ LOCATION MEETING ALL TERMS AND CONDITIONS OF THE ITB.

*** MUST I SUBMIT ANY DOCUMENTS WITH MY BID?

YES.

LIABILITY INSURANCE CERTIFICATE

WORKER'S COMPENSATION CERTIFICATE WHEN EMPLOYING FIVE (5) OR MORE EMPLOYEES.

REFERENCES: VENDOR MUST PROVIDE A MINIMUM OF THREE REFERENCES WITH THEIR BID. PLEASE INCLUDE COMPANY, ADDRESS, TELEPHONE, CONTACT PERSON, THE SIZE OF THE BUILDING WITH AN ESTIMATED SQUARE FOOTAGE AND PERIOD SERVICE WAS PERFORMED. WITHOUT REFERENCES, A THOROUGH EVALUATION CANNOT BE CONDUCTED AND YOUR BID WILL BE REJECTED. CONTRACT WILL BE REQUIRED TO HAVE A TOLL FREE NUMBER.

THE CONTRACTOR MUST FURNISH PHONE NUMBERS TO THE DEPT & THE FIN DEPT PURCHASING DIVISION. NOTE: THE PHONE IS TO BE MANNED DURING ANY HOURS WHERE THE CONTRACTOR HAS GUARDS ON DUTY AT ANY DEPARTMENT FACILITY. THE CONTRACTOR MUST CONTACT THE REQUESTING FACILITY WITHIN 30 MINUTES OF RECEIPT OF A PHONE CALL.

FINANCIAL RESPONSIBILITY SHOWING THAT IF YOUR COMPANY WAS AWARDED A CONTRACT THAT IT COULD MAKE PAYROLL FOR UP TO TWO MONTHS AS THE STATE MAY TAKE UP TO 60 DAYS TO PROCESS PAYMENTS TO CONTRACTOR.

CERTIFICATION THAT YOUR BOOKS ARE BEING AUDITED QUARTERLY BY A CERTIFIED PUBLIC ACCOUNTANT. NOTE: ALL VENDORS AWARDED A CONTRACT UNDER THIS ITB WILL BE REQUIRED TO SUBMIT QUARTERLY CERTIFICATIONS REGARDING PAYROLL FOR THOSE EMPLOYEES ASSIGNED TO WORK AT A DHR LOCATION.

THE CONTRACTOR AGREES TO CARRY AND KEEP IN FULL FORCE AT ALL TIMES THE FOLLOWING INSURANCE: GENERAL LIABILITY, (BODILY INJURY, PROPERTY DAMAGE) WITHIN A MINIMUM OF \$1,000,000 FOR EACH OCCURRENCE AND \$1,000,000 AGGREGATE. THIS CAN BE COVERED BY THE GENERAL LIABILITY BY ITSELF OR TOGETHER WITH THE EXCESS LIABILITY UMBRELLA. WORKMEN'S COMPENSATION IN THE NAME OF THE VENDOR, SUFFICIENT UNDER THE LAWS OF THE STATE OF ALABAMA, MUST ALSO BE SUPPLIED. THE VENDOR SHALL FURNISH INSURANCE CERTIFICATES WITH THE BID, OR THE BID MAY NOT BE CONSIDERED. ** DEFICIENCY IN ANY OF THE ABOVE AREAS MAY BE ADEQUATE REASON FOR YOUR BID TO BE REJECTED.

*** WHAT ARE THE SPECIFIC DUTIES REQUIRED OF THE GUARD SERVICE?

THE STATE EMPLOYEE WHO IS RESPONSIBLE FOR THE FACILITY WILL SPECIFY THE PRINCIPAL POSTS, DUTIES AND HOURS OF DUTY, WITHIN THE TERMS AND INTENT OF THE CONTRACT(S) RESULTING FROM THIS SOLICITATION.

THE STATE IS INTERESTED IN PURCHASING GUARD SERVICE, NOT THE SERVICES OF AN INDIVIDUAL GUARD OR GUARDS. BY THEIR RESPONSE TO THIS ITB VENDORS AGREE TO PROVIDE CONTINUOUS, QUALIFIED GUARD SERVICE AT EACH SPECIFIED FACILITY FOR THE NUMBER OF HOURS SPECIFIED PER DAY IN THIS ITB. THE VENDOR THEREFORE AGREES TO FURNISH REPLACEMENTS OR SUBSTITUTES FOR REGULARLY ASSIGNED GUARDS IN ORDER TO MAINTAIN THE REQUIRED COVERAGE. ANY BREAK IN COVERAGE WILL BE CONSIDERED A BREACH OF ANY OF THE CONTRACT RESULTING FROM THIS ITB.

THE GUARDS SHALL BOTH MAINTAIN A WRITTEN LOG AND PROMPTLY REPORT ANY

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OF THE FOLLOWING ACTIVITIES TO THE STATE EMPLOYEE RESPONSIBLE FOR THEIR ASSIGNED FACILITY:

FIRE

THEFT, OR ATTEMPTED THEFTS
DAMAGE OR DESTRUCTION OF PROPERTY
SABOTAGE OR ATTEMPTED SABOTAGE
RIOTS

ACTS OR ATTEMPTED ACTS OF VIOLENCE
CIRCUMSTANCES GIVING CAUSE TO BELIEVE THAT A THEFT, INJURY TO STAFF OR PUBLIC, OR DAMAGE TO PROPERTY MAY OCCUR. ANY OTHER MATTERS THAT REASONABLY RELATE TO THE SAFETY OF THE INDIVIDUALS AND PROPERTY AT THEIR ASSIGNED LOCATION.

THE AUTHORIZED DHR PERSONNEL WILL DETERMINE THE REQUIRED DUTIES FOR THE GUARDS AT THEIR FACILITIES. IN ADDITION TO PROTECTING THE PREMISES, FACILITY EMPLOYEES AND THE PUBLIC, THESE DUTIES MAY INCLUDE THE FOLLOWING: PERIODIC PATROLLING OF THE BUILDING & ADJOINING PREMISES, CHECKING EMPLOYEE IDENTIFICATION BADGES, MAINTAINING A VISITOR'S LOG, MAINTAINING INCIDENT LOG BOOKS, ESCORTING STAFF OR PUBLIC TO THEIR VEHICLES, OTHER DUTIES DEEMED NECESSARY BY THE DEPARTMENT TO MAINTAIN SAFETY AND SECURITY.

*** WHAT ARE THE REQUIREMENTS OF THE GUARD(S) ASSIGNED TO THE DHR LOCATION?

UNLESS THERE IS A WRITTEN AGREEMENT TO THE CONTRARY SIGNED BY THE DIRECTOR OF THE ASSIGNED FACILITY OR AUTHORIZED PERSONNEL, AND APPROVED BY ANY AUTHORITIES WHO MAY BE DESIGNATED BY THE STATE, THE CONTRACTOR WILL FURNISH GUARDS WITH THE FOLLOWING EQUIPMENT AND DOCUMENTED QUALIFICATIONS:

ATTIRE:

COURTEOUS, NEAT, CLEAN, WELL-FITTING MATCHING GUARD UNIFORMS WITH BADGES AND PRESENTABLE WHILE ON THE PREMISES OF THE FACILITY. CLEAN, PROFESSIONAL GUARD UNIFORMS AND BADGES. PROFESSIONAL SIDE ARMS, FLASHLIGHTS AND ALL OTHER EQUIPMENT NECESSARY TO CARRY OUT THEIR DUTIES.

BACKGROUND:

DOCUMENTATION THAT THE GUARD HAS SUCCESSFULLY COMPLETED A PROFESSIONAL FIREARM TRAINING COURSE CERTIFYING THAT THEY ARE PROFICIENT IN THE SAFE AND EFFECTIVE USE OF THE PARTICULAR FIREARM THAT THEY CARRY. DOCUMENTATION THAT A BACKGROUND CHECK WAS MADE DETERMINING THAT THE GUARD'S CHARACTER, REPUTATION, JUDGEMENT, SOBRIETY, HONESTY, RELIABILITY AND OTHER PERSONAL ABILITIES AND QUALITIES WILL ENABLE THEM TO PERFORM THEIR DUTIES IN A SAFE, FAIR AND RELIABLE MANNER. EXPERIENCE:

DOCUMENTATION OF SUFFICIENT PRIOR EXPERIENCE AND/OR THE COMPLETION OF A LAW ENFORCEMENT OR PRIVATE GUARD TRAINING COURSE THAT QUALIFIES THE INDIVIDUAL TO PERFORM GUARD DUTIES IN ACCORDANCE WITH THE NEEDS OF THE COVERED FACILITY. THIS TRAINING AND/OR EXPERIENCE SHOULD SHOW THAT THE GUARD UNDERSTANDS HOW TO IDENTIFY SITUATIONS THAT MAY LEAD TO VIOLENCE AND HOW TO PEACEFULLY DIFFUSE POTENTIALLY DANGEROUS SITUATIONS.

DOCUMENTATION:

DOCUMENTATION (WRITTEN AGREEMENT) THAT THE INDIVIDUAL AGREES TO FOLLOW ANY APPLICABLE WORK RULES THAT MAY BE IN FORCE AT THE COVERED FACILITY. DOCUMENTATION (WRITTEN AGREEMENT) THAT THE INDIVIDUAL AGREES TO PERFORM GUARD DUTIES IN A CAREFUL AND EFFICIENT MANNER, AND ACCORDING TO SUCH STANDARDS AS MAY BE PRESCRIBED FROM TIME TO TIME BY EITHER THE STATE EMPLOYEE RESPONSIBLE FOR THE ASSIGNED FACILITY, OR THE DEPARTMENT.

INITIAL PLACEMENT OF GUARD TO DHR LOCATION:

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PRIOR TO HAVING A PARTICULAR GUARD (PERMANENT AND TEMPORARY) REPORT FOR DUTY FOR THE FIRST TIME THE CONTRACTOR MUST PRESENT AN INFORMATION FOLDER TO THE STATE EMPLOYEE RESPONSIBLE FOR THE ASSIGNED FACILITY AND GIVE THEM THE OPTION OF HAVING A PERSONAL INTERVIEW WITH THE CANDIDATE. THE AUTHORIZED DHR PERSONNEL, ON THE BASIS OF THE CONTENTS OF THIS FOLDER, AND/OR AN INTERVIEW WITH THE PROPOSED GUARD, MAY ACCEPT OR REJECT THE INDIVIDUAL FOR SERVICE AT THE FACILITY. IF THE INDIVIDUAL IS ACCEPTED THE FOLDER THEN BECOMES THE PROPERTY OF THE STATE OF ALABAMA.

THE FOLDER MUST CONTAIN THE FOLLOWING INFORMATION:
 EMPLOYMENT APPLICATION COPY, A STATEMENT BY THE CONTRACTOR INDICATING THAT ALL REASONABLE AND PRACTICABLE MEANS HAVE BEEN TAKEN TO ENSURE THAT THE GUARD IS OF GOOD CHARACTER AND HAS NOT BEEN CONVICTED OF ANY FELONY OR MISDEMEANOR OF A NATURE THAT WOULD CALL INTO QUESTION THE INDIVIDUAL'S ABILITY TO CARRY OUT THE ASSIGNED DUTIES. IF THERE ARE ANY CONVICTIONS THEY MUST BE FULLY DOCUMENTED IN THIS FILE INCLUDING THE NATURE OF THE OFFENSE, COURT DATES, SENTENCES, PRISON RECORDS, ETC.

QUALITY CONTROL OF SERVICES PERFORMED:
 THE CONTRACTOR SHALL SUPERVISE THE PERFORMANCE OF THE GUARDS. AT UNANNOUNCED INTERVALS, BUT A MINIMUM OF ONCE PER MONTH, THE CONTRACTOR MUST CALL OF EACH OF THE PROTECTED FACILITIES TO DETERMINE THE MANNER IN WHICH THE GUARDS ARE DISCHARGING THEIR DUTIES. THE STATE EMPLOYEE RESPONSIBLE FOR THE ASSIGNED FACILITY, OR OTHER RESPONSIBLE DEPARTMENT OFFICIAL MAY AT ANY TIME, FOR REASONABLE CAUSE, REQUIRE THAT THE VENDOR REMOVE A PARTICULAR GUARD FROM SERVICE AT THEIR FACILITY. IF IT IS REQUESTED THAT A GUARD BE REMOVED, THE VENDOR MUST REPLACE THE GUARD WITHIN 24 HOURS OR BE CONSIDERED IN DEFAULT OF ANY CONTRACT THAT MAY RESULT FROM THIS SOLICITATION.

CONTRACTOR MUST PROVIDE DOCUMENTATION TO THE STATE INDICATING THAT THEY HAVE SUFFICIENT SUPERVISORY AND BACK UP COVERAGE. DEFINITION OF SUFFICIENT COVERAGE: ON THE REQUEST OF THE STATE EMPLOYEE RESPONSIBLE FOR THE ASSIGNED FACILITY, OR OTHER RESPONSIBLE DEPARTMENT OFFICIAL, A SUPERVISOR MUST BE AVAILABLE AT ANY COVERED FACILITY WITHIN ONE HOUR, AND A BACK UP GUARD MUST BE PROVIDED TO ANY COVERED FACILITY WITHIN TWO HOURS.

ON REQUEST BY THE STATE EMPLOYEE RESPONSIBLE FOR THE ASSIGNED FACILITY, OR OTHER RESPONSIBLE DEPARTMENT OFFICIAL, THE CONTRACTOR MUST BE ABLE TO PROVIDE ADDITIONAL GUARDS IN CASE OF ALARM OUT, POWER OUT, OR OTHER EMERGENCY CONDITIONS AT ANY COVERED FACILITY.

ON REQUEST BY THE STATE EMPLOYEE RESPONSIBLE FOR THE ASSIGNED FACILITY, OR OTHER RESPONSIBLE DEPARTMENT OFFICIAL, THE CONTRACTOR WILL BE REQUIRED TO ACCOMPLISH A SITE SECURITY SURVEY AND PUBLISH A COMPREHENSIVE "POST ORDER" WITHIN 14 DAYS OF ISSUANCE OF A PURCHASE ORDER.

CONFIDENTIALITY AGREEMENT:
 IT IS THE RESPONSIBILITY OF THE CONTRACT VENDOR TO ENSURE THAT ALL HIS EMPLOYEES OPERATING IN EACH DHR BUILDINGS HAVE A SIGNED AND SUBMITTED DISCLOSURE STATEMENT (SEE ATTACHED) AS REQUIRED BY THE IRS PUBLICATION 1075 IRC SEC.7213 AND 7213A. THE CONTRACT VENDOR IS TO SUBMIT THIS DOCUMENT TO THE LOCAL DHR OFFICE WHERE THE EMPLOYEE HAS BEEN APPROVED FOR WORK AS WELL AS PROVIDING A COPY TO DHR PURCHASING. THIS PROCEDURE IS TO BE IMPLEMENTED AT THE ISSUANCES OF THE CONTRACT AWARD AND TO BE CONTINUED FOR ALL SUBSEQUENT NEW EMPLOYEES.

***** SPECIFICATIONS 990D91 *****

VENDOR RESPONSIBILITIES:

SPECIFICATIONS

VENDOR NAME :

VENDOR NUMBER:

ITB NO. : 14-X-2254992

OPEN DATE : 10/24/13 TIME: 10:00 AM

T-NUMBER : TA265

RETURN DATE: 10/23/13 TIME: 5:00 PM

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INVITATION TO BID

THE VENDOR MUST HAVE AN ADEQUATE NUMBER OF PERSONNEL FOR EACH COUNTY (1 UP TO A MAXIMUM OF 20) AVAILABLE FOR PLACEMENT BY THE DEPARTMENT OF HUMAN RESOURCES UPON REQUEST. THE EXACT REQUIREMENTS (NUMBER, CATEGORY, DAYS, HOURS, ETC.) WILL BE DETERMINED BY THE VARIOUS COUNTIES AS NEEDS ARISE.

THE VENDOR MUST BE AN EQUAL OPPORTUNITY EMPLOYER. PROOF OF THIS WILL BE REQUIRED FROM THE AWARDED VENDOR'S UPON NOTIFICATION OF AWARD. FOR EXAMPLE A STATEMENT ON THEIR LETTERHEAD ACKNOWLEDGING THAT THEIR COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER.

ASSIGNMENT OF CONTRACT:

TO ASSIGN, SUBLET OR TRANSFER ANY CONTRACT RESULTING FROM THIS SOLICITATION, THE VENDOR'S WRITTEN REQUEST MUST BE APPROVED BY THE STATE PURCHASING DIRECTOR.

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A 2ND, 3RD 4TH AND 5TH 12 MO PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS.

DEFAULT:

WHEN A VENDOR DEFAULTS ON A CONTRACT/PURCHASE ORDER, THE STATE CAN PROCURE THE GOODS OR SERVICES FROM OTHER SOURCES AND HOLD THE VENDOR RESPONSIBLE FOR ANY EXCESS IN PRICE/HANDLING. THE VENDOR MAY BE BARRED FROM BIDDING FOR AN INDETERMINATE PERIOD.

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 14-X-2254992

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INVITATION TO BID

OPEN DATE : 10/24/13 TIME: 10:00 AM

T-NUMBER : TA265

RETURN DATE: 10/23/13 TIME: 5:00 PM

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
UNLESS SPECIFIED OTHERWISE BELOW:					
SHIP TO: 016000 / 016P30					
HUMAN RESOURCES					
ETOWAH COUNTY DHR & FS					
210 HOKE STREET					
GADSDEN AL 35902					
00001	COMMODITY CODE: 990-46-087105 GUARD SERVICE IN ACCORDANCE WITH SPECIFICATION #990D90	1	HR		
ONE GUARD, 5 DAYS A WEEK, 10 HRS PER DAY					
OPTION TO ADD/DELETE GUARDS AS NEEDED.					
OPTION TO ADD/DELETE/CHANGE HRS AS NEEDED.					
ESTIMATED ANNUAL USAGE: 5280 HOURS					

PAGE TOTAL

BID TOTAL